

Los Alamos National Laboratory — Supplemental Instructions

Section: 16 **Types of Subcontracts**

Subject: 16.1 **Coding Subcontract Types**

PURPOSE: This Supplemental Instruction (SI) outlines the procurement specialist's responsibilities for documenting subcontract codes on the Supplemental Form For Entering PO Data, Form 600.

POLICY: For every subcontract, the Laboratory will document the type of subcontract in the procurement information system.

SCOPE: This SI applies to all subcontracts.

Exception Telephone orders, by definition, are firm fixed price (FFP) subcontracts. Therefore, the BUS-7 Order Processing Center (OPC) staff will automatically enter the default FFP code for all telephone orders, and the procurement specialist will not be responsible for coding the subcontract type on Form 600.

PROCEDURES:
Coding Subcontract Types Subcontract records must include Form 600, Supplemental Form For Entering PO Data, with the correct subcontract code entered in the "Contract Type" field. Subcontract types must be documented using one of the following codes:

Subcontract Codes	<u>Code</u>	<u>Description</u>
	FFP	Firm fixed-price
	FPRD	Fixed-price with redetermination
	FPAJ	Fixed-price with economic price adjustment
	FPI	Fixed-price incentive
	CPFF	Cost plus fixed fee (includes CPFF term subcontracts)
	CPAF	Cost plus award fee
	CNF	Cost no fee
	CSH	Cost sharing
	CPIF	Cost plus incentive fee
	TM	Time and materials
	LHR	Labor hour (includes contract labor subcontracts)
	FPLE	Fixed-price level of effort
	IOT	Interorganizational transfer
	IDIQ	Indefinite delivery, indefinite quantity (includes just-in-time subcontracts)
	IDRQ	Indefinite delivery requirements
	BPA	Blanket purchase agreement (with or without key # releases)
	TOA	Task order agreement (basic mother subcontract only; individual releases for a TOA must be independently coded for the intended subcontract type of that release)

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PROCEDURES:
(cont.)

For further information on the various subcontract types, refer to SP 16.1, General Types of Subcontracts.

RESPONSIBILITIES:

**Procurement
Specialist**

The procurement specialist must document the subcontract type using the codes listed above.